Reddick Public Library District
Routine Banking Procedures Policy

The Director of the Reddick Public Library District is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Director of the Reddick Public Library District is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the Board of Trustees.

The Director of the Reddick Public Library District is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

Adopted by Library Board of Trustees 11/09/09; reviewed 10/12/2026